



SURF CITY TOWN COUNCIL REGULAR MEETING
Tuesday, March 5, 2019
Surf City Town Hall – 201 Community Center Drive

- I. CALL TO ORDER – Douglas C. Medlin, Mayor
- II. INVOCATION – William J. (Buddy) Fowler, Mayor Pro-Tem
- III. PLEDGE OF ALLEGIANCE - Donald R. Helms, Councilman

IV. MAYOR'S REMARKS –

We ask that all in attendance please set your cell phones to silent or vibrate mode. The Council offers the public an opportunities to speak during the meeting. Comments should be limited to three minutes each and must be directly issue-oriented with agenda items for this meeting, or an issue upon which the Council has control.

Citizen speakers will be acknowledged in the order in which they sign up to speak and will address all comments to the Board as a whole and not one individual Council member. Speakers will address the Council from the speaker's podium at the front of the room and will begin their remarks by stating their name and address. Discussions between Speakers and members of the audience will not be allowed. Public comment is not intended to require the Council to answer any impromptu questions. Speakers are expected to be civil in their language and presentation. Any comments where the primary purpose is to promote business or candidacy shall not be allowed.

In accordance with the Council's adopted Rules of Procedures, Councilmembers shall reserve responses, if any, for the Council Forum on the agenda.

V. ADOPTION OF THE AGENDA -

Mayor: With no other items being considered separately, a motion to adopt the Meeting Agenda is in order.

VI. APPROVAL OF THE CONSENT AGENDA –

- 1. Approval of the Meeting Minutes- February 5th & 18th 2019
- 2. Board of Adjustment Vice Chair Appointment – David Gilbride, BOA Member
- 3. Resolution No. 2019-08 Request NCDOT Speed Reduction Hwy 50/210
- 4. Ordinance Amendment No. 2019-02 Sec. 15-4 Containers Generally
- 5. Emergency Management Director Description & Classification
- 6. Resolution No. 2019-09 – Road Name Change: Seahorse Lane

**Items under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Council.*

Specific Action Requested: It is requested that the Town Council approve the consent agenda as presented.

VIII. GENERAL ITEMS-

7. Bid Acceptance – 2019 Sand Haul Beach Replenishment

Specific Action Requested: It is requested that the Town Council accept a bid for the 2019 sand haul replenishment.

IX. PUBLIC HEARING –

8. Contiguous Annexation Request – Hwy 17 Spiller/Sidbury Pender County Pin#4225-09-2979-0000, 4226-00-6544-0000, 4226-11-4444-0000

Open Public Hearing

Public Comment Period

Close Public Hearing

Specific Action Requested: It is requested that the Town Council make a motion to approve annexation ordinance, set the zoning as C-3 Commercial and approve the resolution of consistency statement.

X. PUBLIC COMMENT – Citizens have an opportunity to address the Council for no more than three minutes per speaker on topics which concern agenda items of this meeting.

XI. COUNCIL FORUM

XII. MANAGER'S REPORT

XIII. TOWN ATTORNEY REPORTS

XIV. ADJOURNMENT



SURF CITY TOWN COUNCIL REGULAR MEETING
Tuesday, February 5, 2019
Surf City Town Hall – 201 Community Center Drive

Council Present:

Dougals C. Medlin, Mayor
William J. (Buddy) Fowler, Mayor Pro-Tem
Nelva Ablury
Donald R. Helms
Teresa Batts
Jeremy Shugarts

- I. CALL TO ORDER – Douglas C. Medlin, Mayor
- II. INVOCATION – William J. (Buddy) Fowler, Mayor Pro-Tem
- III. PLEDGE OF ALLEGIANCE - Donald R. Helms, Councilman

IV. MAYOR'S REMARKS –

We ask that all in attendance please set your cell phones to silent or vibrate mode. The Council offers the public an opportunities to speak during the meeting. Comments should be limited to three minutes each and must be directly issue-oriented with agenda items for this meeting, or an issue upon which the Council has control.

Citizen speakers will be acknowledged in the order in which they sign up to speak and will address all comments to the Board as a whole and not one individual Council member. Speakers will address the Council from the speaker's podium at the front of the room and will begin their remarks by stating their name and address. Discussions between Speakers and members of the audience will not be allowed. Public comment is not intended to require the Council to answer any impromptu questions. Speakers are expected to be civil in their language and presentation. Any comments where the primary purpose is to promote business or candidacy shall not be allowed.

In accordance with the Council's adopted Rules of Procedures, Councilmembers shall reserve responses, if any, for the Council Forum on the agenda.

V. ADOPTION OF THE AGENDA -

Mr. Helms made a motion to approve the agenda as presented. Mr. Helms seconded the motion and it was carried.

VI. APPROVAL OF THE CONSENT AGENDA –

- 1. Approval of the Meeting Minutes- January

2. Resolution No. 2019-06 Opposing Insurance Rate Increase
3. NC Records Retention Schedule Update
4. Site Plan Preliminary Approval - Seahorse Estates
5. Resolution 2019 – 07 Surplus Property
6. Advisory Board Appointments – Planning Board & Board of Adjustment Chair

Mr. Helms made a motion to approve the consent agenda. Mrs. Albury seconded the consent agenda and it was carried.

VIII. GENERAL ITEMS-

7. Resolution on Directing the Clerk to investigate a petition for contiguous volunteer annexation and set a public hearing – 7.783 +/- Hwy 17 & Hwy 210

Mr. Helms made a motion to approve the resolution to direct the clerk to investigate the petition and set the public hearing. Mr. Fowler seconded the motion and it was carried.

8. Resolution 2019-01 – Municipal Solid Waste & Household Recycling Contract

Mrs. Loftis explained the town went out to bid for a solid waste and curbside recycling contract. Two bids were received, and both came in under budget for our current budget. Based on bids and references from other local municipalities Pink Trash is the recommendation.

Mr. Shugarts questioned the rolling back of carts being a force placed action.

Mrs. Loftis explained this is an option, but the ordinance would have to be amended.

Mr. Helms made a motion. Mr. Fowler seconded the motion and it was carried.

IX. PUBLIC HEARING –

9. Zoning Text Amendment – Section 5.18 Unbuildable Lots

Public Hearing Open 6:44pm

Mr. Durr asked if the ordinance is not followed who inspects these.

Mrs. Loftis explained that the Code Enforcement, Mr. Boonebrumung.

Mr. Norton explained his concerns on the mega decks, and how it is ironic that the town is working on beach nourishment but allowing decks to be built on the dunes. He

stated there are 145 un-buildable lots in Surf City, hence allowing 145 mega decks to be built.

Mrs. Norton explained the mega decks are not being watched over. She has a building permit with no signatures and CAMA has stopped issuing permits on these.

Mrs. Monroe asked about maximum height and allowances. She questioned the building of the decks and dune structures.

Mr. Giffis stated you cannot stop progress however, he has a grave concern for the construction of these decks. He spoke on how he believed the decks destroyed the dunes and vegetation.

Mr. Shoaf stated he owns two of these un-buildable lots and a house on 8th Street. He explained he has gotten all of his permits and it has been revoked. He stated he has done everything that has been ask of him. If CAMA allows it and they are in control of the beach for the whole state, then why could Surf City not allow it. He stated the Norton's are suing him and it has gotten personal that the Norton's only care about their view. He has had \$5,000 of lumber delivered to the lot and now the permit has been revoked and he can't build.

Closed Public Hearing 7:08pm

Mr. Helms made a motion to approve the ordinance amendment as presented. Mrs. Albury seconded the motion and it was carried unanimously.

- X. PUBLIC COMMENT – Citizens have an opportunity to address the Council for no more than three minutes per speaker on topics which concern agenda items of this meeting.

Norma Yanez with Waste Industries stated she had made a mistake in her bid tabulations. She stated she could save the town about \$45,000 per year. She spoke on all of the new trucks, cans and software that Waste Industries could provide. She

stated they were willing to do all the other services as well. She asked for the contract to be rescinded and put back on next month.

Mr. AB Swindell 6th Street stated he previously worked with Waste Industries for many years and held a seat in Congress. He gave a recommendation to Mrs. Yanez and Waste Industries. He expressed his love for Surf City.

Patty Gilbride 8013 8th Street spoke on the agenda and the solid waste contract, she asked that the solid waste contract be pulled off and put back on at a later date.

Marcus Norton 1909 N. Shore Drive ask for the deck ordinance to be rescinded.

Tom Loughlin 2416 S. Shore Drive he explained he has started to receive phone calls from home owners who are not on the imminent critical lots list. He spoke on the new nourishment program and how to not put that possibility at risk.

Phil Durr 1714 N. New River Drive stated he has not seen anyone move forward since the hurricane. He questioned if there was a punch list for post hurricane cleanup.

Jack Solak 2408 S. Shore Drive stated he realized there were many important items going on but the most important issue in town is the beach. These dunes protect the life safety of the private home owners. He spoke on the high expense for the cost of sand replacement. He suggested getting a loan to pay the \$5 million.

Sandi Fixsen 66 E. Ridge questioned the trash and the second pick up during the seasonal months. Yes asked if the cans would be pink?

Derek Cohen 121 Fairytale Lane expressed his gratitude for putting the previous meeting online. He asked if there was any second opinion on the beach replacement.

Daniel Belvins 621 N. New River Drive stated the town has come a long way in a few months from talking about debris to trash. He thanked the staff and the Mayor. He requested council to move forward with replacing the dunes all throughout town. He stated that everyone benefits from the beach and that everyone should put in money to repair the beach.

XI. COUNCIL FORUM

Mrs. Batts stated that great communities don't just happen but become wonderful by those that giveback and good leadership. She thanked everyone who came out for the beach nourishment meeting last month. She encouraged everyone to contact NC Insurance commission and fight the 17.5 % proposed increase. She spoke on the current status of the Emergency Destructive Preparedness Plan and should be up at the March workshop for review by council. Mrs. Batts explained she is going to Washington DC next month to meet with our federal delegates and show how Topsail Island has been impacted by Hurricane Florence.

Mr. Fowler thanked everyone for coming. He spoke on the local government commission and how their regulations will not allow for a town to borrow money for beach nourishment, that it is just not seen in a good light. We do have the funds the \$5

million for the critical lots. Our engineer, TI Coastal, has identified these lots and they are listed online. He stated everyone would love to put the sand back town wide, but we can start here and work it in with our private project in 2020. Not having a large tax increase is very important to this board. He stated he was proud to be a part of this community and Surf City is strong.

Mrs. Albury stated she appreciated everyone and for their comments. She thanked Waste Management for providing services for so long.

Mr. Shugarts thanked the council members for their passionate comments. He thanked the public for their comments. He stated he has been working with the manager on hurricane assessment. He spoke on his beliefs of government and their enhancement of the community.

Mr. Helms thanked everyone for their comments. He gave the fire department updates. He too asked for support in contacting the NC Insurance commission in opposition to the 17.5% increase. He explained that the town is going just as fast as allowed in getting this beach back prepared.

Mayor a lot of people spoke and lots of it was true, we don't know that FEMA will give us all the money or when, but we live on faith. Sometimes the federal government is slow to operate, it could be 2020 to just get the \$5 million we have to spend back. He explained that the sand haul is just a bridge to the beach nourishment. He spoke on how Mrs. Batts is spearheading the emergency preparedness update and they have been and visited other places, looked at other plans and molding our plan on what others have experienced as well. He stated he was excited for the new trash contract and the new opportunities it will provide. Starting on February 15th the council will be going back to a previously used format and the workshops will be used for council discussion only and will not provide for public comment.

XII. MANAGER'S REPORT

Mrs. Loftis gave an update on beach accesses, and currently there are 10 completely open with more on the line. Staff has been meeting regarding with water and sewer upgrades and availability, and our emergency preparedness plan. These updates actually started before the storm, this is a large plan and we have hopes that this will come before council at the February work session. The new budget season is upon us and the budget calendar should be going out next week. Beginning this month work sessions will be a round table discussion. The town does have a code enforcement officer, he has been with the town for over a year now and was previously with the police department. We will be getting a FAQ sheet together regarding the code enforcement officer. The trash contract did not have to be put out to bid but the town choose to do so. The town accepted sealed bids in December, we do not have to take

the lowest bidder. Pink Trash came in with the best contract and the best municipal references.

XIII. TOWN ATTORNEY REPORTS

XIV. ADJOURNMENT

Mrs. Albury made a motion to adjourn. Mr. Fowler seconded the motion and it was carried.



TOWN OF SURF CITY

FEBRUARY 15, 2019 WORK SESSION

MINUTES

Council Present:

Mayor Douglas Medlin

Mayor Pro-Tem William J. (Buddy) Folwer

Nelva Ablury

Donald Helms

Teresa Batts

Jeremy Shugarts

Call to Order

Mayor Douglas C. Medlin, Mayor

Pledge of Allegiance & Invocation

Introductions & Welcome

Today's Work Plan

1. Emergency / Hazard Mitigation Plan
2. Ordinance Amendment Sec. 15-4
3. Welcome Center
4. Resource Institute

Town Council Work Plan Items:

1. Item 1: Emergency Management Strategic Plan Presentation

Mr. Horne explained the planning process and the length of time it takes to put one together. Staff has worked through many aspects of a plan and it is very involved and is coming together. He went on to explain the emergency management process, mission statement, collaboration, coordination, and processes. He explained that emergency management is more than a hurricane, that it is designed to cover all emergency hazards and address the needs of the community. Mitigate, prepare, respond and recovery of the four stages of emergency management. This is a community involvement it takes stake holders, staff members, and citizens to frame this document, this is not just for the government this is for the whole. Surf City is a member of the Southeast Region of Hazard Mitigation. Surf City is in two counties and Onslow is not a member of the Southeast Region Hazard Mitigation. However, he stated he was in talks

with Onslow County and they are going through the process now. We need to make this a priority and move forward. His top six goals:

- I. Develop and maintain a town wide risk-based program
- II. Formally create and EM program within town government
- III. Implement
- IV. Response and Recovery
- V. Education
- VI. Establish and increase resource management

Mr. Fowler questioned the format that was already in place, and stated he wanted something back to Council by May.

Mrs. Batts stated that everyone hates to think the worst, but you never really know what are the what if's. After the fact there are always the would of and should of. Based on what James has said today this is a full time position, you say give him what he needs. This is a lot of time for emergency operations.

Mr. Shugarts questioned the position if it would be moved internally or advertise for.

Mr. Helms stated to stay within.

Mr. Fowler stated we have a manger-council form of government for a reason. At budget time she should tell us that and work those numbers.

The Council came to a consensus to move James Horne into the Emergency Management position as a lateral move and to move forward with the documentation.

2. Ordinance Amendment Sec. 15-4 (b) Containers Generally

b) On or after August 25, 1992, it shall be unlawful for any owner or occupant of any dwelling unit to maintain trash cans/containers and/or trash bins or stand on the public right-of-way.

This section of the ordinance pertains to the amount of time that containers can be in the ROW after pickup. Currently in Surf City we have three regular pickup days (Monday-Wednesday) & a seasonal pickup day (Friday, May-September). Previously staff defined the time-frame as 48 hours after pickup and has been policy. Council has the choice to amend the ordinance to specifically define a time-frame, which could only be amended with an ordinance change; or define a time-frame of choice as internal policy. At any time, the time-frame needed to be altered it could without an ordinance amendment, which would be timelier.

Mrs. Loftis discussed the amendment of the ordinance to define a specific time or do it interlay as a policy. It is easier as time goes on to amend a policy than an ordinance. But either way this is needed to give staff direction.

Mr. Helms stated it was not the towns responsibility to move these carts, they need to be removed in a timely manner.

The Council came to a consensus to define an ordinance to put a specific time frame on the removal of the cans and a staggered progressive fine.

3. Welcome Center

Mr. Shugarts stated he has previously spoken on his concerns about the budget and the Welcome Center. He wanted to see a re-configuration of the services at this location.

Mayor stated that management has been looking at the Welcome Center and the possibility of it being managed by Parks & Recreation.

Mr. Shugarts asked about the expense a good stewardship for our community.

Mr. Fowler state 1/3 of the \$300,000 is for debt service. The land and location there is one of the most valuable locations in all of town.

Mr. Shugarts stated he would like to see us work with the Chamber there, that the salaries are high. He can't wrap his mind around the high expense.

Mr. Fowler stated this facility could be re-advertised and re-packaged to bring in more. He agreed but the did not think moving the chamber into the building was a good idea as its current location is most suiting.

Mrs. Loftis stated that Chad Merritt would love to have the opportunity to re-work that facility. He has previous experience with facility rentals and is currently over grounds and facilities.

Mrs. Batts stated that the facility is an asset to our community. The chamber is for all surrounding communities and Surf City is for Surf City promotion.

Mayor stated the chamber is not even open on the weekends, which is why the town initially took to incentive to put the welcome center there.

Mr. Helms state that the town pays a ton of money to the chamber every year, and they are not open on the weekends when the largest majority of our visitors are here.

Mr. Shugarts stated if we moved the chamber and they didn't pay rent any more than they could possibly pay someone to work the weekends.

Mr. Fowler stated we are a family valued beach, which is what the welcome center promotes. The chamber is for the businesses not the families. The Chamber does not complement our vision statement. Let the Chamber do what they do and the town focus on the family value of our town. He agreed that re-packaging the welcome center is a good idea but not moving the chamber.

Mrs. Albury stated let's leave the center alone and not move the chamber in.

Mrs. Batts agreed the fees need to be adjusted, and after going through the lease troubles we have had lately she requested a policy that the town would not lease properties anymore.

Mrs. Loftis stated we are a government entity we are not in the business to make money but yes, we could re-cover some of our losses by raising fees or re-modeling. There are four years left on the debt service. During the budget season we can do some hard focus and get quotes.

Mrs. Loftis explained that recently legislation passed to give \$5 million dollars to Topsail Island and Resource Institute (RI) is the administrator of these funds for 5% fee. She stated she felt that this was a political exchange for RI as they have no coastal connection. The three towns on the island have been meeting about RI and we have been task to appoint one member from each town to align which towns get specific funding for specific projects. RI has been given a list of optional projects throughout town. Originally beach nourishment was submitted, and we received information back that beach nourishment is not an eligible project, then we then received information that is was eligible. In the legislation there are not specifics as to what qualifies or does not qualify. We are not sure who is making the rules as to where the funds go and what projects. The other two towns have appointed an elected official.

The Council came to the consensus to appoint Mrs. Batts and move forward with working with RI.



SURF CITY

NORTH CAROLINA

RESOLUTION No. 2019-08

RESOLUTION REQUEST FOR THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION TO CHANGE SPEED LIMIT ON NC HWY NC 50/NC 210

WHEREAS, the Town of Surf City is responsible for the health, safety, and welfare of its citizens and those who travel in and around Surf City; and

WHEREAS, the current speed limit along NC 50/NC 210 (Roland Ave) between the Atlantic Ocean Waterway and Belt Road is forty-five (45) miles per hour; and

WHEREAS, The Town of Surf City Police and Town Council believe that 45mph on this section of NC 50/NC 210 is excessive due to the heavy flow of traffic and numerous businesses and accesses off of NC 50/NC 210; and

WHEREAS, in the interest of general public safety, and in consideration of the foregoing, the Town desires to reduce the maximum limit of speed for vehicular traffic along NC 50/NC 210;

NOW, THEREFORE, BE IT RESOLVED, by the Town of Surf City Council, that it request that the North Carolina Department of Transportation change the speed limit on NC 50/NC 210 from Roland Ave between the Atlantic Waterway and Belt Rd (SR 1534) be changed to 35 mph and the speed limit shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

Adopted the 5th day of March, 2019.

Douglas C. Medlin, Mayor

Attest: _____

Stephanie Edwards Hobbs, Town Clerk



Town of Surf City

ORDINANCE NO. 2019-02

AN ORDINANCE AMENDING SECTION 15-4 CONTAINERS GENERALLY

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SURF CITY, NORTH CAROLINA, THAT:

SECTION I. The Code of Ordinances, Section 5.18 is hereby amended to read as follows:

Section 15-4 Containers Generally

15-4(b)1. At all other than scheduled collection times, garbage and/or recycle containers must be stored on the premises at a location at least thirty feet from the public right-of-way or behind the front or side wall of the structure.

15-4(b)2. Garbage and/or recycle containers may be place adjacent to the street no earlier than 12:00 p.m. the day before collection is scheduled and must be returned to an acceptable location by 6:00 p.m. the day after collection.

15-4(b)3. Violations of this section shall be subject to a civil penalty: 1st offense is a warning, 2nd offense in the amount of fifty dollars (\$50.00), 3rd offense in the amount of one-hundred dollars (\$100.00), and after three offenses the property owner shall be force-placed into roll-back cart services.

SECTION II. WAIVER CLAUSE. The requirement of three separate readings of this Ordinance is hereby dispensed with by a vote of not less than a majority of all the members of Town Council.

SECTION III. CODIFICAITON. The provisions of Section I of this Ordinance shall be published as appropriate in the Surf City Code of Ordinances as soon as practicable.

SECTION IV. SEVERABILITY CLAUSE. If any section, part of this Ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, then it is expressly provided and it is the intention of the Town Council in passing this Ordinance that its parts shall be severable an all other parts of this Ordinance shall not be affected thereby and they shall remain in full force and effect.

SECTION V. PUBLICATION AND EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage and publication according to law.

READ, CONSIDERED, PASSED AND APPROVED at a regular meeting of the Town Council of Surf City, North Carolina, at which a quorum was present, and which was held on the 5th day of March 2019

Adopted the 5th day of March 2019.

TOWN OF SURF CITY

Douglas C. Medlin, Mayor

ATTEST:

Stephanie Edwards Hobbs, Town Clerk

APPROVED AS TO FORM:

Lanier, Fountain, & Ceruzzi - Attorneys at Law

Charles S. Lanier, Town Attorney

Background for Emergency Management Director job description:

At the February Town Council workshop, the Council decided to reclassify James Horne into the role of Emergency Management Director so work on the Town's disaster preparedness could take priority. With this reclassification, this creates a new position that James will latterly transfer into. However, the Town currently does not have a job description for this position nor is it included in the Town's Pay Classification schedule. Please find included the job description for the Emergency Management Director as well as the updated classification schedule. I researched the NC Office of Human Resources and surrounding counties to get an idea of where this position would be classified. Based on this research, I found that both entities classify the position at a pay grade 17 with a salary range of \$65,373 - \$105,484. However, based on the scope of work and population for the Town, I feel that this position should be classified at a pay grade 14 with a salary range of \$53,924.31 - \$77,034.74.



| | |
|--------------------|--------------------------------------|
| Job Title | <i>Emergency Management Director</i> |
| Reports to | <i>Town Manager</i> |
| FLSA Status | <i>Exempt</i> |

Job Purpose

This position is responsible for managing, organizing, and coordinating all Department of Emergency Management activities relating to threat and hazard mitigation, preparedness, response, and recovery. Some duties and responsibilities include supervising personnel; developing, testing, and implementing emergency response and recovery operation plans; conducting training for staff and public audiences; maintaining EOC operational readiness; maintaining open contracts with outside providers of critical services and resources utilized by the Town during times of disaster or emergency, and maintaining accurate records and inventory of Town owned equipment that would likely be used during times of disaster and emergency

Duties and Responsibilities

These duties and responsibilities are not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the Town.

- The creation, maintenance, and implementation of the Town's emergency operations plan (EOP), emergency recovery plan (ERP), organizes incident response operations where needed or requested, and coordinates response and recovery efforts during times of emergency or disaster.
- Serving on the Southeast Region Hazard Mitigation Planning Committee
- Responding to emergency incidents that are specialized or technical in nature, incidents that have broad and far reaching impacts, or incidents that are likely to overwhelm individual department resources or exceed departmental subject matter expertise; provide scene management and guidance, coordinate on scene operations as needed or requested.
- Assisting individual departments in the preparation and implementation of department specific plans in support of the Town's planning documentation package.
- Fulfilling the role as the subject matter expert to the Town Council and Town Manager. General supervision is received from the Town Council and Town Manager.
- Fulfilling the role as Incident Commander, or any other Command or General staff position as required or requested during incidents.
- Participating in the planning of special events located in, coordinated by, or delivered for, the Town of Surf City.
- Coordinating efforts with county, state, and federal emergency management agencies to assure that local efforts are integrated in the county, state and national programs and projects.
- Meeting with external stakeholders and non-governmental organizations (NGO) and integrating services provided into the strategic vision and operational activities of the department.

- Implementing and maintaining NIMS compliance throughout Town government.
- Researching and remaining current on regulations, actions, and industry best practices as it relates to emergency management activities and utilizes that knowledge for the betterment of the department and the Town.
- Creating, maintaining, and executing the Emergency Management budget package.
- Establishing and serving as the Community Emergency Response Team Commander.
- Coordinating disaster volunteer management and operations.
- Creating an amicable working relationship with the Amateur Radio Emergency Services organization and implement the services provided into the Town's disaster planning process
- Creating and delivering public information programs relative to disaster preparedness.
- Overall EOC operation and management, serves as the EOC Manager, ensures activation readiness, provides guidance to Town Council and Town Manager on EOC operations,
- Conducting exercise and training programs in accordance with industry standards and procedures for Town staff as needed or required for NIMS compliance and operational readiness.
- Assists with identifying and maintaining incident management software access and functionality, to include the operation of WebEOC to coordinate with local, state, and national partners.
- Maintaining accurate and relevant documentation as it relates to the Emergency Management Program mission and goals.
- Creating and maintaining a strategic vision and plan, present updates to the plan to the Town Council and Town Manager as required.
- Maintaining public transparency and openness to ensure public trust.
- If requested, will function as the Public Information Officer during times of disaster or emergency.
- Assisting the Information Technology Director with tasks and projects as needed.

Financial and Budgeting Responsibility

Employee prepares and/or assists in the preparation of the annual budget for the Department of Emergency Management.

Qualifications

Education and Experience

Associates Degree in Emergency Management, Homeland Security, Public Administration, or a related field and seven (7) years of progressively responsible Emergency Management experience, including three years of management level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

| | |
|----------------------------|--|
| Approved By | |
| Approval Date | |
| Date of Last Review | |

Licenses and Professional Certifications (Minimum)

- NC Driver License

Knowledge and Skills

Knowledge of principles of contemporary Emergency Management practices and industry standards including:

- All-Hazard methodology
- Incident Command System (ICS)
- National Incident Management System (NIMS)
- Homeland Security Exercise Evaluation Program (HSEEP)
- Other coursework germane to the emergency management discipline
- Operational experience on large and expanding incidents is preferred, specifically at the Command Staff and Section Chief levels.
- Municipal budgeting practices
- Policy development
- Record retention law and procedure.

Skilled in the requisite core competencies of:

- Strategic Thinking
- Vision
- Diplomacy
- Executive Leadership
- Financial Acumen
- Responsible Risk-Taking
- Assertiveness
- Subject Matter Expertise of Emergency Management
- Knowledge of the structure, functions, and interrelationships of State and local governments.
- Knowledge of the methods of effective organization, planning, management, and supervision.
- Knowledge of the background and objectives of Federal, State, County, and Local Emergency Management programs.
- Ability to evaluate situations and exercise good judgment in making decisions.

General

| | |
|----------------------------|--|
| Approved By | |
| Approval Date | |
| Date of Last Review | |

Ability to represent the Town in a professional and respectful manner while interacting with a diverse set of individuals within the workplace and the community.

| | |
|----------------------------|--|
| Approved By | |
| Approval Date | |
| Date of Last Review | |

Working Conditions

Employee is subject to inside environmental conditions having the lighting, temperature, and noise of an open floor-plan office environment. The noise level in the work environment is typically mildly loud; at times the noise level may be loud, with frequent interruptions and multiple demands. The employee is routinely required to work outside normal business hours. In times of emergency, the employee may be exposed for prolonged periods of time to outdoor weather conditions that may vary from extreme heat to extreme cold; and to debris, fumes, odors, airborne particles and dust; may be exposed to the possibility of bodily injury from electrical shock or mechanical hazard; and may be exposed to toxic or caustic chemicals. Ability to operate an emergency vehicle, mobile and portable radio, mobile data terminal, computer, printer, telephone, cellular phone, and other office type equipment. Position is considered emergency essential personnel and is required to be readily available during times of natural disaster.

Physical Requirements

While performing the essential functions of this job the employee is frequently required to talk, hear, sit, stand, walk, bend, stoop, kneel; and is occasionally required to run, climb, balance, crouch and crawl; is frequently required to lift and carry up to 25 pounds; is occasionally required to lift and/or move up to 50 pounds and to exert up to 100 pounds of force. The employee is required to perform strenuous tasks requiring muscular strength and coordination. The employee is occasionally required to maintain body balance while ascending or descending ladders or open stairs, and to maintain body equilibrium while bending at the waist or at the knees. The employee is frequently required to stand or sit for an extended period of time without a significant rest period. The employee is routinely required to reach with hands and arms; work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in fingering, picking and pinching actions to operate objects, tools or controls. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Direct Reports

Supervisory and Management Responsibility

During normal daily operations, this position currently has no direct reports, however, during times of disaster or emergency, this position could reasonably be responsible for up to 75 employees from various subordinate departments.

| | |
|----------------------------|--|
| Approved By | |
| Approval Date | |
| Date of Last Review | |

2018-19 Town of Surf City Classifications - General Positions

| Grade | FLSA Status | Classification | Minimum | | Midpoint | | Maximum | |
|-------|-------------|---|-------------|-------------|-------------|-------------|--------------|-------------|
| | | | Annual Rate | Hourly Rate | Annual Rate | Hourly Rate | Annual Rate | Hourly Rate |
| 1 | NE | Facilities and Grounds Technician I | \$28,597.22 | \$13.75 | \$35,746.52 | \$17.19 | \$42,895.82 | \$20.62 |
| | NE | Facilities Technician | | | | | | |
| 2 | NE | Athletics Program Assistant | \$30,027.08 | \$14.44 | \$37,533.85 | \$18.05 | \$45,040.61 | \$21.65 |
| | NE | Camp Counselor | | | | | | |
| | NE | Customer Service Representative | | | | | | |
| | NE | Facilities and Grounds Technician II | | | | | | |
| | NE | Facilities Maintenance Technician | | | | | | |
| | NE | Maintenance Technician I - Collections and Distribution | | | | | | |
| | NE | Maintenance Technician I - Wastewater Treatment Plant | | | | | | |
| 3 | NE | Administrative Assistant - Parks and Recreation | \$31,528.43 | \$15.16 | \$39,410.54 | \$18.95 | \$47,292.65 | \$22.74 |
| | NE | Administrative Assistant - Tourism | | | | | | |
| 4 | NE | Administrative Specialist - Parks and Recreation | \$33,104.85 | \$15.92 | \$41,381.06 | \$19.89 | \$49,657.28 | \$23.87 |
| | | Facilities and Grounds Specialist | | | | | | |
| 5 | NE | Administrative Assistant - Community Development | \$34,760.09 | \$16.71 | \$43,450.12 | \$20.89 | \$52,140.14 | \$25.07 |
| | NE | Administrative Assistant - Police | | | | | | |
| | NE | Athletics Program Coordinator | | | | | | |
| | NE | Deputy Town Clerk | | | | | | |
| | NE | Maintenance Technician II - Collections and Distribution | | | | | | |
| | NE | Payroll Clerk | | | | | | |
| | NE | Recreation Program Coordinator | | | | | | |
| | NE | Utility Clerk | | | | | | |
| 6 | NE | | \$36,498.10 | \$17.55 | \$45,622.62 | \$21.93 | \$54,747.15 | \$26.32 |
| 7 | NE | Athletics Supervisor | \$38,323.00 | \$18.42 | \$47,903.75 | \$23.03 | \$57,484.51 | \$27.64 |
| | NE | Facilities and Grounds Crew Leader | | | | | | |
| | NE | Facilities Maintenance Crew Leader | | | | | | |
| | NE | GIS Technician | | | | | | |
| | NE | Maintenance Technician III - Wastewater Treatment Plant | | | | | | |
| | NE | Maintenance Technician III - Collections and Distribution | | | | | | |
| | NE | Recreation Administration Supervisor | | | | | | |
| | NE | Recreation Program Supervisor | | | | | | |
| | NE | Wastewater Treatment Plant Operator | | | | | | |
| | NE | Water Treatment Plant Operator | | | | | | |
| | NE | Wellness/Fitness Supervisor | | | | | | |
| 8 | | | \$40,239.15 | \$19.35 | \$50,298.94 | \$24.18 | \$60,358.73 | \$29.02 |
| 9 | NE | Facilities and Grounds Supervisor | \$42,251.11 | \$20.31 | \$52,813.89 | \$25.39 | \$63,376.67 | \$30.47 |
| 10 | NE | Deputy Tax Collector | \$44,363.67 | \$21.33 | \$55,454.58 | \$26.66 | \$66,545.50 | \$31.99 |
| | NE | Financial Systems Specialist | | | | | | |
| 11 | NE | Town Clerk | \$46,581.85 | \$22.40 | \$58,227.31 | \$27.99 | \$69,872.78 | \$33.59 |
| 12 | NE | Building Inspector | \$48,910.94 | \$23.51 | \$61,138.68 | \$29.39 | \$73,366.41 | \$35.27 |
| 13 | NE | Director of Tourism/Public Information Officer | \$51,356.49 | \$24.69 | \$64,195.61 | \$30.86 | \$77,034.74 | \$37.04 |
| | NE | Tax Collector | | | | | | |
| 14 | NE | Collections and Distribution Supervisor | \$53,924.31 | \$25.93 | \$67,405.39 | \$32.41 | \$80,886.47 | \$38.89 |
| | E | Emergency Management Director | | | | | | |
| 15 | NE | Assistant Finance Director | \$56,620.53 | \$27.22 | \$70,775.66 | \$34.03 | \$84,930.80 | \$40.83 |
| 16 | | | \$59,451.56 | \$28.58 | \$74,314.45 | \$35.73 | \$89,177.34 | \$42.87 |
| 17 | E | Human Resources Officer | \$62,424.14 | \$30.01 | \$78,030.17 | \$37.51 | \$93,636.20 | \$45.02 |
| | E | Parks and Recreation Director | | | | | | |
| | E | Planning Director | | | | | | |
| | NE | Wastewater Treatment Plant Superintendent | | | | | | |
| 18 | E | IT Director | \$65,545.34 | \$31.51 | \$81,931.68 | \$39.39 | \$98,318.01 | \$47.27 |
| | E | Public Works Director | | | | | | |
| 19 | E | Assistant Town Manager | \$68,822.61 | \$33.09 | \$86,028.26 | \$41.36 | \$103,233.91 | \$49.63 |
| | E | Finance Director | | | | | | |
| 20 | E | Town Manager | \$75,924.28 | \$36.50 | \$98,701.56 | \$47.45 | \$121,478.85 | \$58.40 |

Background:

At the conclusion of the last Town Council Meeting (2/5/2019) where the Council approved the preliminary plan for Mr. Harry Cordts '4+ acre subdivision called Sea Horse Estates, Fire Chief Allen Wilson approached me with an issue. Mr. Cordts' tract of land (4235-79-5909-0000) is intersected by a private road named Seahorse Lane. This makes the third road within the town named Seahorse. As a means to make things less confusing for emergency personnel, Chief Wilson suggested a name change. I contacted Mr Cordts verbally, and the other affected property (4235-89-0562-0000) owner, Mr. George Grubbs through a letter; and inquired about suggestions for the change. Mr Cordts suggested "Shark Landing." There are no similarly named roads in Pender County. Mr. Grubbs did not reply. Two days of trying to contact the Pender County addressing and GIS people resulted in nothing.



SURF CITY

NORTH CAROLINA

RESOLUTION No. 2019-09

RESOLUTION RENAMING SEAHORSE LANE TO SHARK LANDING LOCATED WITHIN SURF CITY NORTH CAROLINA

WHEREAS, on February 5th 2019 Emergency personnel noted there were multiple roads within Surf City corporate limits named "Seahorse," and

WHEREAS, the Surf City GIS coordinator researched the issue and confirmed three roads within Surf City corporate limits were named "Seahorse," in order to relive confusion it was suggested the road name be changed; and

WHEREAS, the Surf City GIS coordinator researched the property, and no existing homes would be affected by the road name change request; and

WHEREAS, the property owner requested the road name be changed to *Shark Landing*; and

WHEREAS, the Surf City Town Council wishes to rename *Seahorse Lane* to *Shark Landing*

THEREFORE, BE IT RESOLVED, by the Surf City Town Council that Seahorse Lane will officially be named *Shark Landing*.

Adopted this the 5th day of March 2019.

Douglas C. Medlin, Mayor

Attest: _____
Stephanie Edwards Hobbs, Town Clerk

Town Council
Town of Surf City, North Carolina
Po Box 2475
Surf City, NC 28445

March 5, 2019

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF
THE TOWN OF SURF CITY, NORTH CAROLINA

WHEREAS, the Surf City Council has been petitioned under G.S. 160A-31, as amended, to annex the area described herein: and

WHEREAS, the Surf City Council has by resolution directed the town Clerk to investigate the sufficiency of said petition; and

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of annexation was held at Surf City Community Center at 6:30 o'clock pm on the 5th day of February 2019, after due notice by publication on the 7th, 14th & 15th day of February 2019; and

WHEREAS, the Town Council finds that the petition meets the requirement of G.S. 160A-31, as amended;

Now, Therefore be it ordained by the Town Council of Surf City, North Carolina;

Section 1, By virtue of the authority granted by G.S. 160A-31, as amended, the following described territory is hereby annexed and incorporated as part of the Town of Surf City as of the 19th day of October, 2018.

Rex Dowless Sidbury Co-Trustee for Virginia S. Swinson et. al
Deed Book 131, Page 324
7.79+/- Acre Tract at Hwy 17

Topsail Township, Pender County, North Carolina

Tract I:

Parcel (B)

Beginning at a new iron pipe on the most southeast corner of Tract B and the northeast margin of U.S. Highway 17, having a variable width right of way, deed book 717, page 7, the following two (2) courses. S 51°37'32" W a distance of 8.93' to an existing D.O.T. right of way marker; S 43°49'04" W a distance of 179.03' to a new iron pipe; Thence along the eastern boundary of Robert Morrison, deed book 473, page 182, N 29°48'59" W a distance of 213.15' to a new iron pipe; Thence along the southern boundary of Richard Yang, deed book 965, page 29, N 64°30'24" E a distance of 252.40' to a new iron pipe; Thence along the western side of the 45' easement, S 42°06'29" E a distance of 116.85' to a new iron pipe being the point of beginning. Having an area of 43,434 square feet or 0.997 acres more or less.

Tract II:

Parcel (C)

Beginning at a new iron pipe on the most southeast corner of Tract B, map book 33, page 130, and the northeast margin of U.S. Highway 17, having a variable width right of way, deed book 717, page 7, the following three (3) courses; S 37°13'21" W a distance of 41.33' to an existing D.O.T. right of way marker; S 36°43'16" W a distance of 482.05' to an existing D.O.T. right of way marker; S 39°56'23" W a distance of 22.36' to a new iron pipe; Thence along the eastern boundary of North Carolina Wildlife Resources Commission, deed book 277, page 445, the following two (2) courses N 13°26'14" W a distance of 336.16' to an old iron pipe; N 20°37'14" W a distance of 382.80' to a new iron pipe; Thence along the western boundary of Parmalee McClammy Simmons, deed book 892, page 331, the following two (2) courses; S 04°29'16" E a distance of 68.44' to a new iron pipe; S 31°11'06" E a distance of 211.07' to a new iron pipe being the point of beginning. Having an area of 70,807 square feet or 1.623 acres more or less.

Tract III:

Parcel (D)

Beginning at a new iron pipe on the most southeast corner of Tract D, map book 33, page 130, and the northeast margin of U.S. Highway 17, having a variable width right of way, deed book 717, page 7, the following three (3) courses; S 39°56'23" W a distance of 127.45' to an existing D.O.T. right of way marker; Thence with a curve turning to the right with a radius of 2905.89', a chord bearing of S 45°79'41" W, and a chord length of 635.20', to an existing D.O.T. right of way marker; Thence S 59°02'51" W a distance of 133.12' to a new iron pipe; Thence along the western boundary of J.E. Register, deed book 2840, page 25, N 53°38'19" W a distance of 143.12' to a new iron pipe; Thence along the southeastern boundary of North Carolina Wildlife Resources Commission, deed book 277, page 445, the following four (4) courses; S 86°49'19" E a distance of 159.06' to a new iron pipe; N 32°56'41" E a distance of 295.02' to a new iron pipe; N 23°17'41" E a distance of 516.12' to a new iron pipe; N 15°13'23" E a distance of 632.67' to an old iron pipe; Thence along the southern boundary of Richard Yang, deed book 965, page 29, N 64°46'07" E a distance of 90.68' to an old iron pipe; Thence along the northwestern boundary of North Carolina Wildlife Resources Commission, the following four (4) courses: S 27°10'46" E a distance of 429.44' to a new iron pipe; S 03°00'44" W a distance of 272.70' to a new iron pipe; S 03°00'44" W a distance of 284.34' to a new iron pipe; N 56°24'14" E a distance of 188.30' to a new iron pipe being the point of beginning. Having an area of 225,070 square feet or 5.167 acres more or less.

Section 2. Upon and after the 5th day of March, 2019 the above describe territory and its citizens and property shall be subject to all debts, laws, ordinances and regulation in force in the Town of Surf city. Said territory shall be subject to the municipal taxes according to GS 160A-31(c), as amended.

Section 3. The Clerk of the Town of Surf City shall cause to be recorded in the office of the Register of Deeds of Pender County, and the office of the Secretary of State in Raleigh, North Carolina, and accurate map of the annexed property, described in Section 1 here of, together with a duly certified copy of the is ordinance.

Adopted the 5th day of March 2019.

Douglas C. Medlin, Mayor

ATTEST:

APPROVED AS TO FORM:

Stephanie Edwards Hobbs, Town Clerk

Charles Lanier, Town Attorney

I, Windy H. Davis, Notary Public of said Pender County and State of North Carolina, do certify that Douglas C. Medlin., Town Attorney Charles Lanier, and Town Clerk Stephanie Edwards Hobbs appeared before me this day and executed this authorization document in my presence. Witness my hand and seal this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____



Town of Surf City

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SURF CITY, NORTH CAROLINA, AMENDING THE OFFICIAL ZONING MAP OF THE TOWN

WHEREAS, N.C.G.S.160A-385 authorizes local government to change or modify zone boundaries within their jurisdiction; and

WHEREAS, the amendments set out below are made in accordance with N.C.G.S. 160A-364 and Section 8.0 of the Zoning Ordinance.

THEREFORE, BE IT ORDNANIED THAT:

Section 1. The Official Zoning Map of the Town of Surf City is hereby amended by placing the newly annexed property hereinafter described tract of land putting it in the zoning classification, said tract being more particularly described as Richard A. Sidbury and Annie Laurie Sidbury , Deed Book 131, Page 130, and more specially identified by Pender County tax pin number 4225-09-2979-0000, 4226-00-6544-0000, 4226-11-4444-0000 respectively.

Section 2. The Town Clerk is hereby authorized and directed to change the Official Zoning Map on file in the Office of the Town Clerk so as to make it comply with this Ordinance.

Section 3. All ordinance or parts of the ordinances in conflict with this Ordinance, to the extent of such conflict, are hereby repealed.

Section 4. If any section, subsection, paragraph, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holdings shall not affect the validity of the remaining portion hereof.

Section 5. This is in compliance with all the adopted Town plans as has been found to be in the public's interest to be zoned C-3 Commercial.

Section 6. This Ordinance shall be effective upon its adoption.

This Ordinance is adopted the 5th March 2019.

ATTEST:

Douglas C. Medlin, Mayor

Stephanie Edwards Hobbs, Town Clerk



Town of Surf City

**RESOLUTION ADOPTING A CONSISTENCY STATEMENT FOR
THE APPROVAL OF**

WHEREAS, the Town of Surf City Council has reviewed the application for Rex Dowless Sidbury Co-Trustee for Virginia S. Swinson to annex Parcel number 4225-09-2979-0000, 4226-00-6544-0000, 4226-11-4444-0000, located Hwy 17, as C-3 Commercial (the “Amendment”) and finds that the same is consistent with Town of Surf City Land Use Plan, Zoning Ordinance, and all other adopted plans.

NOW, THEREFORE, BE IT RESOLVED, by the Town of Surf City Council, that the Amendment and presented documentation are found to be consistent with city land use plans and are determined to be reasonable and in the public interest.

Adopted the 5th day of March 2019.

Douglas C. Medlin, Mayor

ATTEST:

Stephanie Edwards Hobbs, Town Clerk